NASA's eInvoicing Newsletter

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From the Change Management Sub-Team

NASA's eInvoicing Newsletter is a monthly e-Newsletter that recaps critical information for NASA's Procurement and Financial stakeholders concerning WAWF activities, projects, services and processes.

GRC Team Members (pictured L-R): Richard Amiot (Requirements and Transition, Business Process Sub-Teams), Daniel Rodríguez (Co-Lead of Training Sub-Team; Team member of Business Process and Change Management Sub-Teams), Kathy Gerdes (Business Process Sub-Team), Howard Frederick (Business Process, Change Management and Training Sub-Teams), Sheryl Egut (Business Process, Change Management and Training Sub-Teams), Elisabeth Bonsignore, Michelle Le and Jennifer Lane (Business Process Sub-Team Members). Not pictured: Ryan Brown (Change Management and Training Sub-Team) and Don Sawyer (recent addition to the team).

NASA eInvoicing Goals

The ultimate goals of eInvoicing are as follows:

- Eliminate, to the extent possible, vendor submission of paper invoices and the NSSC processes currently in place to convert those invoices from hard copies to an electronic format;

- Provide an electronic means for vendors to submit invoices to NASA; and

- Provide an integrated solution for NSSC to route requests to Centers for cost and funding and also for invoice approvals.

Business Process Sub-Team Migration

NASA's Business Process Sub-Team has gathered requirements pertaining to costing, funding, and approval of invoices along with necessary reports. The Policy and Procedures Sub-Team, led by Sheila Arrington, will be creating NASA's processes and procedures utilizing these requirements. Members of the Business Process Sub-Team are being asked to join the Policy and Procedures Sub-Team for continuity purposes.

NASA Test Environments

DoD has provided NASA with a WAWF test environment which is separate from the publically-accessible DoD training environment. This test environment has limited access and will be utilized by the Training Sub-Team for testing and training purposes. It is linked to NASA's SAP test environment which provides data to the NASA Enterprise Applications Competency Center (NEACC).

SCHEDULE

Update:
The details of various options regarding the electronic systems, business processes, and implementation approach (including a revised timeline) are currently being prepared for NASA management review.

Phase I:
Implemented May 6, 2013, including 14 volunteer vendors that are familiar with WAWF and have NASA cost contracts (46 contracts are in scope).

Phase II:
Scheduled go-live date (TBD). Phase II scope includes vendors currently utilizing WAWF.

Phase III:
Scheduled go-live date (TBD). Phase III scope includes all remaining vendors and invoices supported by WAWF.

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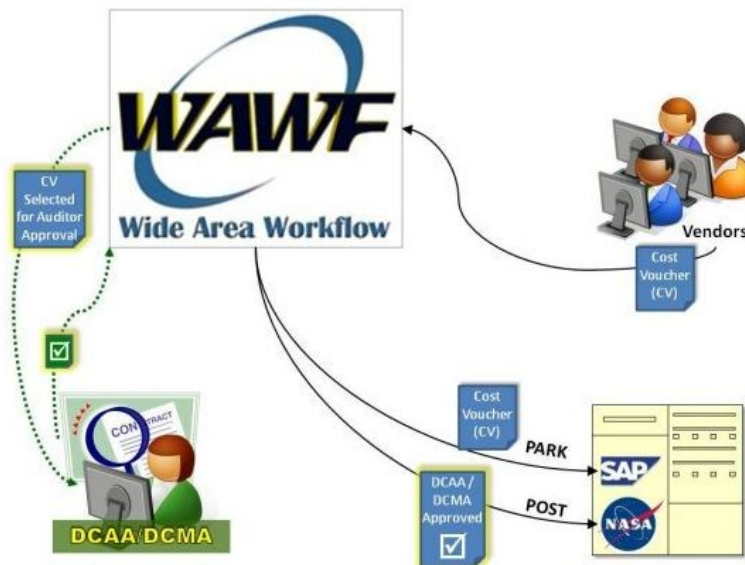
From the Change Management Sub-Team

WAWF Registration & Attachment of:
System Authorization Access Request Form DD-2875

New NASA Users to WAWF may register for 'View Only Access' to NASA's WAWF Production Environment. Instructions are located at: NASA Access to WAWF. Of utmost importance is attachment of a completed and signed DD-2875 form. Guidance is included in the Work Instruction.

WAWF Training Environment

Wide Area Workflow (WAWF) is a Department of Defense (DoD) system. As such, DoD has an established Training Environment which may be accessed at: WAWF Training. The WAWF Test Environment (mentioned in previous article) will be used by the WAWF Training Sub-Team to prepare the NASA Phase II training material. The DoD WAWF website provides interactive training for all WAWF users.

The 'Vendor' section (Section 1) provides the User Names and Passwords (currently Vendor11/Vendor1$ or Vendor22/Vendor2$), while the 'Sample Data for the WAWF Training Site' section (Section 5) provides information including a Contract Number and DoDAACs, which can be used to create sample invoices. NASA plans to utilize four invoice types: Invoice as 2-in-1 (Services Only), Commercial Invoices, Cost Voucher, and Final Cost Voucher. (Note that other WAWF roles besides 'Vendor' are available in the DoD Training Environment.)

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SAP eInvoicing Report

NASA's SAP eInvoicing Report is currently available in SAP's Production Environment and contains information on invoices submitted in Wide Area Workflow's Production Environment by Phase I vendors. Transaction Code "ZFI_AP_EINVOICE" may be accessed with any of the SAP Accounts Payable roles or with the Procurement Report Generator role. These SAP roles are granted via the NASA Access Management System (NAMS).

The eInvoice Report displays invoices that were interfaced from WAWF into SAP. The report is also used by the centers to complete pending actions noted in the DRN "Text Field" (i.e., cost, funds).

eInvoicing Report

Date Selections				
eInv Transmission Date:		to		
Invoice Date:		to		

Invoice Selections				
Business Area:		to		
Purchasing Doc:				
Invoicing Party:				
☐ Final Invoice Indicator				
Invoice Status		to		
User Layout Variant:				

The EPSS Job Aid for the eInvoice Report is located at:
https://epss.nasa.gov/gm/folder-1.11.609347?mode=EU

Thank you and Congratulations!

Thank you to Nikki Tubbs of the NSSC for her contributions as a Project Co-Lead. Nikki has moved over to a new position as Chief of Travel. Also, thank you to Marianne Huie for serving as the Business Process Sub-Team Co-Lead during a detail at NASA Headquarters, OCFO Systems Division.

It is not too late for anyone to join any of the sub-teams. If interested, please contact the WAWF Lead, Laurese Hale.